**Mission Statement**

*Grounded in equity, social justice, and a students first philosophy, Moorpark College values diverse communities. We empower learners from local, national, and global backgrounds to complete their degree, certificate, transfer, and career education goals. Through the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes.*

**EdCAP Committee Charter**

*The Education Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to educational programs and student services.*

*The planning component under the purview of EdCAP includes:*

* *Program Plans: Evaluating the program planning process and recommending modifications as needed;*
* *Educational Master Plan: Defining the format of the Educational Master Plan, establishing and monitoring the timeline, and recommending approval of the final document;*
* *Strategic Plan: defining the strategic directions and goals of the Strategic Plan, establishing and monitoring the timeline, and recommending approval of the final document;*
* *Annual Work Plan: reviewing the goals and metrics of the Annual Work Plan and recommending approval of the final document; and*
* *Annually with the Fiscal Planning Committee, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.*

*The accreditation component under the purview of EdCAP includes:*

* *Monitoring and reviewing the preparation of the Self-Evaluation reports required by ACCJC;*
* *Monitoring/evaluating/documenting progress on self-evaluation plans developed by the college as well as recommendations from the ACCJC; and*
* *Reviewing and analyzing the ACCJC Annual Report, including the Institution-Set Standards.*

***Goals for 2021-22:***

*Forthcoming*

**EdCAP Membership / Attendance**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Nenagh Brown |  | Faculty Dept Chair, Cord, or designee from each department: |  | Comm Studies & Media Arts | Rolland Petrello | X |
|  | Oleg Bespalov | X | ACCESS | Silva Arzunyan | X |  | Visual Arts | Erika Lizee | X |
| VP Academic Affairs\* | Mary Rees | X | EATM | Gary Wilson | X | Performing Arts | Nathan Bowen |  |
| VP Business Services\* | Jennifer Clark |  | Kin/Health/Athletics | Adam Black |  | Physics/Ast/Engr/CS | Farisa Morales |  |
| VP of Student Support\* | Amanuel Gebru |  | Behavioral Sciences | Chad Basile / Dani Vieira | DV | Social Sciences | Hugo Hernandez | X |
| Academic Senate Pres.\* | Erik Reese | X | Business  | Josepha Baca/Reet Sumal |  | Student Health Center | Allison Barton |  |
| Classified Senate Pres\* | Linda Resendiz | X | Chemistry/Earth Sci. | Tiffany Pawluk/Roger Putnam |  | World Languages | Helga Winkler |  |
| Dean members: | Oleg Bespalov | X | Early Childhood Dev. | Cindy Sheaks-McGowan | X | 2 classified staff: | Dina Pieleat |  |
|  | Howard Davis |  | Counseling | Jodi Dickey | X |  | Deb Brackley | X |
|  | Carol Higashida | X | English/ESL | Sydney Sims | X |  |  |  |
|  | Matt Calfin |  | EOPS | Angie Rodriguez/Marnie Melendez |  | ASMC | Jin Kim | X |
|  | Priscilla Mora | X | Health Sciences | Christina Lee | X |  |  |  |
|  | Khushnur Dadabhoy | X | Library | Danielle Kaprelian | X | \* Ex-officio, non-voting members |
|  | Monica Garcia |  | Life Sciences | Audrey Chen |  | **Guests:** |  |  |
|  | Robert Cabral | X | Mathematics | Phil Abramoff | X |  |  |  |

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| **Future Meetings** |
| Fall semester: ~~August 24;~~ ~~September 28; October 26; November 23~~Spring semester:January 25; February 22; March 22; May 10 |

 Agendas and documents are available on the [EdCAP meeting information website](https://www.moorparkcollege.edu/faculty-and-staff/academic-senate/standing-committees/education-cap/meeting-information) and through the links below.

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| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER, TIMELY BUSINESS, READING OF MINUTES** |  |  |
| 1. Call to order
2. Public comments
3. Brown Act Teleconference Suspensions During a State of Emergency (Government Code [Section 54953](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=54953.&nodeTreePath=6.2.1.22&lawCode=GOV))
4. Approval of joint EdCAP/Fiscal minutes: October 26, 2021
	1. [Oct 26 minutes](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/2021_10_26_EdCAP-FP_Minutes_%20DRAFT.docx)
5. Classified Prioritization
	1. [Classified prioritization assumptions](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/NCPPA%20Assumptions_revised_102221.pdf)
	2. [Classified prioritization ballot](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/Classified%20Prioritization%20GF%20Ballot%202021.v4.xlsx)
	3. [Classified program plan position requests general funds](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/ResourceRequests_Classified_2021_Classified%20Prioritization_General%20Fund_1.xlsx)
	4. [Classified program plan position requests categorical funds](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/ResourceRequests_Classified_2021_Classified%20Prioritization_Cateforical%20Funding.xlsx)
 | Meeting was called to order at 12:11 p.m.No public comments.Committee voted to continue the use of online meetings. Corrections to ballot were announced. Justifications for Classified Position requests were presented by discipline/department representatives.Erik Reese reviewed instructions for completing ballots. Send completed ballots to Cynthia Osuna by Nov. 30, copy to Linda Resendiz. Categorical funded positions are informational and not voted on. | Rolland Petrello moved to continue meeting online. Dani Vieira seconded the motion. Motion passes, no abstentions.Ruth Benneington moved to approve Oct. 26, 2021 minutes, Rolland Petrello seconded the motion. Vote taken; motion passes with 2 abstentions: Gary Wilson and Hugo Hernandez. |
| **UNFINISHED BUSINESS** |  |  |
| 1. Accreditation Update (no documents)—ISER
2. Functional Map (from DCAP)
	1. [ISER Functional Map](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/VCCCD%20Functional%20Map_2021_%20Revised%2009.16.21_0.pdf)
3. Vision and Values Discussion
	1. [Current vision and values](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/Mission%2C%20Values%20and%20Vision%20_%20Moorpark%20College.pdf)
 | We are making progress and conversations are continuing. Accreditation standard evidence and analysis are in SharePoint. The ISER Functional Map was reviewed. Primary, secondary, and shared responsibilities of colleges and district are listed in the table. It is a draft and welcome feedback. Anyone interested in joining the group in looking at vision and values, should contact Monica Garcia, Erik Reese, or Mary Rees. Recommendations will be brought back to EdCap and ideally be available for the campus retreat in the spring.  |  |
| **NEW BUSINESS** |  |  |
| 1. Program Plan Process Review
	1. Simplified Program Planning Prototype
		1. [Word doc program plan](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/Annual%20Program%20Plan%202022-2023_Accounting%20%281%29.docx)
		2. [Excel resource requests](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/Annual%20Program%20Plan%202022-2023_Resource%20Requests_Accounting%20%281%29.xlsx)
	2. Timeline
	3. Incorporating DEI work
	4. Administrative validation of completion
	5. Strategic Direction Questions (PP Guiding Questions)
2. ISER QFE initial thoughts (no documents)
3. DCAS Update
4. Faculty Obligation Number
	1. [FON Report](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/FON_comparative_analysis_fall2021_0.pdf)
5. Campus Environment Committee
	1. [Committee Notes](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/11-16-21%20CEC%20Notes.pdf)
 |  Oleg Bespalov presented a demo of the streamlined program plan process at the October meeting which included a word template form and excel resource request formOleg to bring back some time frame options, to see what other schools do around program planning. Timeline considerations include program plans and prioritization annual planning. There was a suggestion of starting program planning in summer which might accommodate some service areas. Mary Rees suggests bringing this item back to the next meeting. She suggests considering ways that we should be including an equity lens, diversity, equity, and inclusion in our program planning process beyond reflecting on outcomes; in addition to looking at the success of different groups, are there other kinds of outcomes that would be good to call upon?Mary Rees reports that this is the first year in which we had trouble getting program plans completed, possibly due to covid or miscommunication. Program plans that were not completed this fall will be completed in the spring.. All groups need to complete the program plan process including student services and business services. A workgroup was formed to bring questions back to the next meeting. The workgroup includes Oleg Bespalov, Priscilla Mora, Robert Cabral, Tammy Coleman, Deb Brackley, Ruth Bennington, Matt Crater, and Marnie Melendez. A CTE question will be added.Use the IEPI PRT identified areas of focus as the foundation of the QFE: DEI and DistanceEd; in particular helping DEI groups online which could be included in the Quality Focused Essay (QFE). Priscilla will help to write the QFE.Oxnard College proposed to add 100 new sections. DCAS recommended to fund it with reserves which will go to the Board for approval. It was recommended that OC provide a progress report at the end of each year. OC wants to use part of the funding to offer a PACE program and noncredit ESL and also offer pre-reqs and GE courses in more convenient locations for their community. There was a concern that it would pull students from Ventura College, and a concern form Oxnard that their students have to drive to Ventura for courses.Wayfinding project will be moving forwarded having received acceptable bids.  | Nathan Bowen motions to move forward with streamlined procedure. Hugo Hernandez seconds the motion. Vote taken, two oppositions-Kim Korinke and Phil Abramoff, no abstentions, motion passes.  |
| **ANNOUNCEMENTS** |  |  |
|  |  |  |
| **FUTURE AGENDA ITEMS** |  |  |
| 1. Breakout groups for ISER discussion and input
 |  |  |
| **ADJOURNMENT** | The meeting was adjourned at 2:48 p.m. |  |



**MOORPARK COLLEGE**

**F**iscal **P**lanning **C**ommittee

The Fiscal Planning Committee makes recommendation on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college- wide fiscal operations: Ed Code 53200(c): - processes for budget development

**Fiscal Planning Membership / Attendance**

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| **POSITION/DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** |  | **DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** |  | **DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** |
| Co-Chair: Academic Senate President | Erik Reese | X | Director, Facilities, Maintenance & Ops | John Sinutko | X |  | English/ESL | Jeff Baker |  |
| Co-Chair: Classified Senate President | Linda Resendiz | X | Financial Aid | Kim Korinke | X |  | Kara Lybarger-Monson (ALT) |  |
| Co-Chair: VP Business Services | Jennifer Clark |  | Athletics/KIN/Health | Matt Crater | X | ACCESS | Silva Arzunyan | X |
| AFT Faculty Appointee (1) | Hugo Hernandez | X | Physics/Astronomy/CS Engineering |  |  | Health Sciences | Christina Lee | X |
| SEIU Classifed Appointee (1) | Alejandra Gonzalez |  | Student Health Center | Allison Case Barton | X | Mathematics | Phil Abramoff | X |
| Associated Students Representative | Marina Bayless |  | Chemistry/Earth Sciences | Rob Keil |  | Child Dev | Cindy Sheaks-McGowan | X |
| Classified Supervisors’ Representative (2) | Michele Perry |  | Counseling | Traci Allen |  | EOPS | Marnie Melendez |  |
| Johanna Pimentel | X | Wendy Berg (Alt) |  | EATM |  |  |
| Classified Representatives (5) | Ruth Houston-Mudd |  | Social Sciences | Hugo Hernandez | X | Behavioral Sciences | Dani Vieira | X |
| Kris Romero | X | Lee Ballestero (Alt) |  | Life Sciences | Melia Tabbakhian |  |
| Linda Sanders | X | Library | Danielle Kaprelian | X | Media & Comm Studies | Neal Stewart |  |
| Obalid Younan | X | Visual Arts | Erika Lizee | X | Ex Officio (non-voting): |  |  |
| Valerie Nicoll |  | Performing Arts | Nathan Bowen | X | VP AA | Mary Rees | X |
| Dean Appointees (3) | Carol Higashida |  | World Languages | Perry Bennett |  | VP SS | Amanuel Gebru |  |
| Priscilla Mora | X | Business Admin | Ruth Bennington | X |  |  |  |
| Khushnur Dadabhoy | X |  | Library | Jackie Kinsey | X |  |  |  |  |

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|  **FISCAL PLANNING COMMITTEE** |
| **COLLEGE-WIDE COMMITTEE** | **CHARGE AND SOURCE OF AUTHORITY** | **MEMBERSHIP** |
| Fiscal PlanningReports: | Plans, monitors, and evaluates college-wide fiscal operations*The Fiscal Planning Committee makes recommendations on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for budget development*The specific tasks of this committee are:* Annually review the District Budget Allocation Model and make recommendations for changes as necessary;
* Reviewing reports on the development of the College General Fund budgets in alignment with District processes, and relaying information to constituent areas;
* Reviewing emergent budget needs and constraints;
* Implementing the annual Classified Hiring Prioritization process; and
* Annually with the Education Committee on Accreditation and Planning, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.
 | **Co-Chairs:**Vice President, Business Services Academic Senate President Classified Senate President**Members:** Faculty Appointed by AFT (1) Associated Students Representative (1) Classified Supervisors’ Representative (2) Classified Representatives (5) Dean Appointees (3) Director of Facilities, Maintenance & Operations All Faculty Department Chairs and Coordinators or Designees Executive Vice President (Ex-officio, non-voting) |